

CONARES

HUMAN RESOURCES POLICIES AND PROCEDURES



CONARES

A. THE EMPLOYMENT

Employee Relation

At Conares, we are committed to providing competitive work conditions, wages, and benefits that align with industry standards. We believe in fostering a positive and transparent work environment, where employees feel encouraged to raise any concerns related to work conditions or compensation directly with their supervisors.

Open and direct communication between employees and their supervisors contributes to a clear understanding of workplace expectations and promotes a positive attitude within the team. Our experience has shown that addressing issues directly and promptly leads to a more productive and harmonious work environment.

Conares is dedicated to responding effectively to employee concerns and continuously strives to protect and strengthen the direct relationship between employer and employee. We respect and support every employee's right to advocate for themselves and are committed to ensuring that their voices are heard.

Equal Opportunity Policy

Conares is committed to promoting equal opportunities for all individuals. We value the unique contributions of each staff member and ensure that all employees and job applicants are assessed based on their abilities, skills, and qualifications, in line with the requirements of the role. Recruitment, promotion, and employment practices at Conares are conducted without discrimination on the basis of sex, marital status, disability, race, color, religion, age, sexual orientation, nationality, ethnic, or national origin. We are dedicated to providing equal treatment and opportunities for everyone, ensuring a fair and inclusive workplace for all.

Who is responsible for ensuring that the policy is implemented?

Each employee is responsible for ensuring that their behavior aligns with the Company's Equal Opportunities Policy. It is essential that all staff actively contribute to achieving the policy's objectives by avoiding discriminatory behavior. The Company's Management takes overall responsibility for the implementation of the policy and ensure that all are treated in accordance with the policy.

Legal Issues

Confidentiality

1. All information that:
 - is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence,
 - relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort, and
 - has not been made public by, or with our authority,
 - shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our written consent.

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2. You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

Policy on Separation

Termination:

The employment is terminable by either side without any notice during the period of probation and thereafter by giving one month's notice or payment in lieu thereof. However, such notice will not be deemed necessary in case of termination on grounds of serious neglect or dereliction of duty, breach of rules and regulation or conduct prejudicial to the interest of the Company.

If an employee is absent without permission or exceeds approved leave for eight consecutive days, their employment may be terminated without further notice.

Your services will automatically terminate upon reaching the age of 60 years, exceptions are allowed upon mutual consent. Additionally, you may retire early if the doctor determines that you are mentally or physically unfit to perform your duties.

Resignation:

Any employee who wishes to resign from the services of the Company.

- is required to submit a written letter of resignation and submit it to his/her Reporting Manager.
- should serve the required notice period as per the terms & conditions of his appointment letter.
- should also mention his present address & contact telephone number, since the Accounts & HR divisions require this information to notify their full and final settlement.

The employee's Reporting Manager should normally accept the resignation, and the acceptance will clearly mention: -

- Date of resignation
- Date of acceptance
- Notice period (to be served or waived off)

However, keeping in view the exigencies of work, Management has the right to either accept the resignation letter and relieve the employee earlier or ask him to serve the entire period of notice. If an employee resigns, it is not necessary for the Management to give him acceptance of resignation. However, the resignation once submitted cannot be withdrawn except with the written consent of the Management.

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If the employee wishes to reconsider his/her decision after the full & final settlement (this in case the employee decides to withdraw the resignation within the stipulated notice period, and the employee's Reporting Manager accepts the withdrawal of resignation, there will not be any break in their services and the continuity of service will be maintained. This practice, however, will not be encouraged. Should the employee's Reporting Manager agree to accept the employee back into the Company, the employee's appointment will be treated as a fresh appointment and the employee will not get any benefit for the previous period, such as bonus, gratuity, LTA, Medical etc.

Notice Period:

The notice period required to be given by an employee while submitting his resignation. In case the employee wants to be relieved earlier, he/she shall surrender in lieu thereof salary equivalent to the days for which the notice falls short of the period.

In the event of an employee resigning from the Company without giving the stipulated notice affects the work, and also does not permit the Company from recovering the pending loans/ advance of company leased house by the time he leaves the company, the outstanding amount shall be recovered from his full and final salary payment and for all purpose he/she will be treated as absconding.

Exit Process

The employee who resigns must surrender the Company assets in his/her possession including company furnishing/ car /telephone/ any other company's property at the time of leaving the services of the company. The Management may, at its discretion, sell them to the employee at their written down price. Any excess payment made to the employee such as excess leave, loans advances LTA advance, Medical etc. the same shall be adjusted / deducted while settling his full and final payment.

HR Department shall conduct an Exit Interview with the employee and observations recorded in the prescribed format in the respective personal file. An experience certificate will be issued to the employee, if requested by the employee.

B. TRAINING AND PROFESSIONAL DEVELOPMENT

Training

Company recognizes the value of professional development and personal growth for employees. Therefore, Conares encourages its employees who are interested in continuing education and job specific training as well as to research these further and get approval before signing up for the seminars or courses at their own expense. On job training / Internal/ external training sessions are held time to time.

Non-Competition Agreement

It is a condition of employment for Sales employees & staffs having confidential data for a period of 24 months after leaving, you shall not, directly or indirectly—whether as a principal, agent, employee, director, partner, or in any other capacity—approach any individual or organization that was a customer of ours during your employment. This restriction applies if the purpose of the approach is to solicit business that could have been undertaken by us.

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C. WELFARE POLICY

Welfare of Conares has been described as a total concept. It is applicable for all employees of all categories.

Conares Labor welfare policy efforts to make life worth living for worker for faring & doing well, freedom from calamity, enjoyment of health & prosperity.

Labor welfare schemes have been classified into two specific categories, namely, Statutory – For Legislation & Voluntary - By Employers and / or.

STATUTORY WELFARE SERVICES

Washing facilities
Pantry for admin
Mess for Factory Workers
First-aid appliances
Shelter Room
Restrooms
Relationship Officers
Insurance- medical & group life
Workmen compensation
Paid annual leave
Paid sick leaves

(B) NON-STATUTORY (VOLUNTARY)

Accommodation
Transportation
Food Supply during working hours
Recreation activities
Medical camps
Loans during emergencies
Incentives & Bonus

The above mentioned are the various voluntary welfare schemes already provided by the Management of Conares for the welfare of Employees.

Besides the above following informal activities are followed from time to time:
Birthdays, Festival celebrations, Fitness Month, Sports, etc.

D. FAIR EMPLOYMENT PRACTICES

We are committed to fair employment practices, which include a strict prohibition against all forms of illegal discrimination. By providing equal access and fair treatment to all employees based on merit, we enhance Conares' success while fostering the growth of individuals and the communities where we operate.

We adhere to all applicable labor and employment laws, including those related to freedom of association, privacy, and the right to engage in collective bargaining. We also prohibit forced, compulsory, and child labor, as well as any form of improper employment discrimination.

To ensure fairness, we rely solely on merit, qualifications such as education, experience, and competencies, and other job-related criteria for all employment-related decisions affecting employees and applicants.

E. LABOR and ETHICS POLICY

We are committed to the following labor objectives and will perform a periodic assessment to assess achievement of these objectives. Conares will further conduct periodic self-evaluations and maintain appropriate documents and records.

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Coverage

This Labor and Ethics Policy applies to all employees and suppliers of Conares and shall be implemented in accordance with local labor laws. Conares will adopt a management system that aligns with the content of this Policy. This management system is designed to ensure:

- a) compliance with applicable laws, regulations, and customer requirements related to Conares' operations and products;
- b) adherence to this Policy; and
- c) identification and mitigation of operational risks associated with this Policy.

It should also facilitate continual improvement.

Responsibility

- Every individual at Conares is responsible for fulfilling this commitment by providing direction to ensure compliance with all applicable labor laws and standards.
- The head of the Safety Department will serve as Conares' designated representative for labor and ethics policies, ensuring adherence to relevant laws, regulations, codes, standards, and management systems.
- The Human Resources Department will collaborate with relevant departments to:
 - Identify, monitor, and understand applicable labor and ethics laws and standards,
 - Assess labor practices and ethics risks associated with operations, developing and implementing appropriate procedures to manage identified risks.
 - Establish labor and ethics objectives and perform a periodic assessment to assess achievement of objectives,
 - Create training programs for all employees to facilitate the implementation of policies and procedures.
 - Communicate information about policies and practices to stakeholders, and
 - Conduct periodic self-evaluations and maintain appropriate documents and records.
 - The Reporting Manager or employees of the Human Resources Division or the Management Representative are people whom you can approach on a confidential basis.

Since the Reporting Manager is the one who understands you best, it is recommended that you approach your Reporting Manager first.

- We will welcome suggestions from employees to further enhance the information provided in this Policy. Please send in your suggestions to us. The Human Resource Team along with the compliance team will continue to work to improve the manual from time to time.
- The rules & regulations mentioned in this Policy are subject to change at the discretion of the Management and all the employees will be governed by the most current rules and regulations.

Freely Chosen Employment

Forced, bonded, or indentured labor, involuntary prison labor, and slavery or trafficking of persons, will not to be used. This includes transporting, harboring, recruiting, transferring, or receiving vulnerable persons by means of threat, force, coercion, abduction or fraud for the purpose of exploitation. All work must be voluntary, and workers shall be free to terminate their employment.

Child labor avoidance

Child labor is not used in any stage of manufacturing in Conares. Workers under the age of 18 shall not perform work that is likely to jeopardize their health or safety.

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Non-discrimination

We do not tolerate any form of discrimination against our employees based on race, color, gender, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics.

Freedom of association

We respect employees' rights to bargain in support of their mutual interests without fear of punitive actions such as intimidation, harassment or termination of employment.

Harassment

We protect workers from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse or threats in the workplace by either their fellow employees or managers.

Working hours, benefits, and wages

- We adhere to the stricter applicable laws or industry standards, relating to minimum wages, working hours, overtime, and benefits.
- Employees are expected to work a standard 48-hours weekly. Any additional hours worked beyond this will be compensated with overtime pay, in accordance with local laws and regulations.
- Wages for overtime must be paid on a regular basis along with monthly wages. Wage deductions as a disciplinary measure must not be permitted unless provided for by national law.
- Employees must be entitled to at least one day off in a week and must be given reasonable breaks while working and sufficient rest periods between shifts.
- We are committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement.
- In the event of major layoffs, Conares shall comply with laws as per industries standards.

Leave

We ensure that all employees have the right to avail the following leaves permitted by law.

- sick leave (to be backed by a medical certificate)
- annual leave (30 days paid upon completion of one year)
- Maternity Leave applicable after completion of 1 year of service.

Employees who take such leaves will not face dismissal or threat of dismissal.

During the probation period (6 months) the employee will be granted leave based on the situation accepted by the manager.

Employee contracts/letters

All employees are provided with a written, understandable, and legally binding employment contract/letter.

Humane Treatment

There is to be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated.

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We are guided by the following ethical standards to meet social responsibilities and to achieve success.

Business Integrity

All forms of bribery, corruption, extortion, and embezzlement are prohibited. All business dealings should be transparently performed and accurately reflected in Conares business books and records. Monitoring and enforcement procedures shall be implemented to ensure compliance with laws. Failure to comply with this policy may result in disciplinary action, including dismissal (employees), or appropriate sanctions (business partners) in addition to civil or criminal charges.

No Improper Advantage

Bribes or other means of obtaining undue or improper advantage are not offered or accepted.

Disclosure of Information

Information regarding business activities, structure, financial situation, and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentations of conditions or practices are unacceptable.

Intellectual Property

Intellectual property rights are to be respected. The transfer of technology and know-how is to be done in a manner that protects intellectual property rights.

Fair Business, Advertising and Competition

Standards of fair business, advertising and competition are upheld at Conares. Appropriate means to safeguard customer information must be available.